

Personnel Issues & You

UPPS Newsletter 2006-4

October 1, 2006

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Message From the Director:

With fall suddenly approaching, I hope everyone had a chance to enjoy the summer as it seemed to go by so fast. As the season changes, the Division of Employee Management staff find themselves involved in two important projects: KHRIS (Kentucky Human Resource Information System) and a class consolidation study for all classifications. As progress is made we will continue to update everyone on current progress.

If you have any questions, please do not hesitate to contact me at 502/564-6464 or at MaryE.Harrod@ky.gov. And as always, my branch managers are always available to assist you with area specific questions at:

Processing & Records Branch: Carolyn Bruce- 502/564-6873x4126

Payroll Branch: Carol Kelien- 502/564-6883x4120

Classification & Compensation Branch: Jim Lambert- 502/573-0318

Thank you!



Processing & Records

****New Policy for G55 "due to new appointee salary":***

Effective **10-1-06**, all G55 actions must contain the new employee's name that the salary adjustment refers to in the remarks section of the P1 form.

****Clarification: Sick Leave by P1 -after Family Medical Leave:***

A P1 for the start of sick leave after the exhaustion of FML (family medical leave) will be effective on the first day **after** FML ends. Although it's effective on this day it will **not** be put into the system until 30 days later. For example: Jane Doe's FML ends on 8/31, her sick leave by P1 begins on 9/1, but it will not be initiated until 9/30 (thirty days later) with the effective date of 9/1. Please feel free to contact us for any further clarification.

*****REMINDER:** Before making any corrections to an employee's appointment P1 - make sure the employee's payroll record has been set-up.

Commissioner
Carla Hawkins
Department for Personnel
Administration

Secretary
Brian Crall
Personnel Cabinet

Director
Mary Elizabeth Harrod
Division of Employee
Management

Payroll

*** Clarification- Spousal Military Leave: for Deployment:**

This leave only applies to federal active duty missions not state active duty missions.

*** Adverse Weather Clean-up:** Effective **10-01-06** any time **not** made up by employees for adverse weather will need to be deducted from their leave balances accordingly. Please refer to DQ report for employees' with these remaining balances.

Optional Insurance Rates Listing

OPTIONAL INS RATES

<u>Adenta</u>	<u>2005 Plan Year</u>	<u>2006 Plan Year</u>
Single	23.35	24.52
Dual(employee +1)	43.22	45.38
Family	59.15	62.11
<u>Burch</u>		
Single	18.25	19.50
Dual	32.50	34.50
Family	47.50	49.50
<u>Comp Benefits</u>		
<u>AVK3</u>		
Employee	11.04	12.40
Employee + One	20.56	23.12
Employee + Family	28.88	32.46
<u>C250Z</u>		
Employee	11.68	13.00
Employee + One	21.68	26.00
Employee + Family	30.44	39.00
<u>Comp Benefits Vision (NEW) effective 2/1/06</u>		
Employee		7.50
Employee + One		18.00
Employee + Family		21.00
<u>Delta Dental</u>		
<u>Premier Plan</u>		
Employee	22.77	22.77
Employee + Spouse	43.73	43.73
Employee + ONE Child	43.73	43.73
Employee + Family	72.30	72.30
<u>Preferred Provider Option Plan</u>		
Employee	21.00	21.00
Employee + Spouse	40.32	40.32
Employee + ONE Child	40.32	40.32
Employee + Family	69.27	69.27
<u>Fortis - Assurant</u>		
<u>Freedom Preferred</u>		
Employee	27.82	30.05
Employee + One	54.35	59.50
Employee + Family	85.21	92.03
<u>Freedom Basic</u>		
Employee	15.27	16.49
Employee + One	28.71	31.01
Employee + Family	50.28	54.30

Summit moves to Heritage Secure

Employee	9.00	9.30
Employee + One	15.23	15.73
Employee + Family	24.03	24.81

Health Resources, Inc

DHO 6B

Employee	32.38	32.38
Employee & Spouse	63.18	66.38
Employee & Child	70.14	72.86
Employee & Family	109.78	110.74

National Vision Administrators LLC

Single	9.10	9.10
Limited	16.45	16.45
Family	23.80	23.80

United Concordia

DHMO

Individual	12.49	13.62
2-party	25.72	28.04
Parent/Child	25.72	28.04
Parent/Children	37.59	40.98
Family	37.59	40.98

FFS

Individual	29.95	32.65
2-party	57.43	62.62
Parent/Child	57.43	62.62
Parent/Children	100.07	109.11
Family	100.07	109.11

Updated: Invalid Health Insurance Refund Request form, next page->

INVALID HEALTH INSURANCE REFUND REQUEST

CABINET NUMBER _____

PLEASE REFUND THE FOLLOWING AMOUNTS:

DATE: _____

DEPARTMENT NUMBER	NAME	SSN #	eMARS EMPLOYEE ID (on D screen)	DED #	AMOUNT	PAY PERIOD DEDUCTED	INDICATE IF CHECK SHOULD BE MADE PAYABLE TO EMPLOYEE OR KY STATE TREASURER

*** REMINDER: DO NOT INCLUDE SHORTFALL AMOUNT ***

PLEASE RETURN THE CHECK TO:

MANUAL PAY TRANSACTIONS:
 ENTERED ON POT ☐
 ENTERED ON CICS ☐

SEND TO:
 SHANNAN GOODRICH
 DIVISION OF EMPLOYEE MANAGEMENT
 PERSONNEL CABINET
 200 FAIR OAKS LANE , ROOM 535, 5TH FLOOR
 FRANKFORT, KY 40601
 502-564-6883 ext. 4118
 FAX 502-564-5826

PAYROLL OFFICER: _____

AGENCY: _____

ADDRESS: _____

Payroll Schedules for Upcoming Months:

October 2006

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 SEP 16-30 Manual pay & health ins. update	3 SEP 16-30 Manual pay & health ins. update	4 SEP 16-30 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	5 SEP 16-30 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	6 SEP 16-30 No Update	7
8	9 SEP 16-30 Update/ health ins.	10 SEP 16-30 Update/ health ins.	11 SEP 16-30 Update/ health ins. Last day p1's can be approved for supp payroll	12 SEP 16-30 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	13 SEP 16-30 No Update PAYDAY	14
15	16 OCT 1-15 Manual pay & health ins. update	17 OCT 1-15 Manual pay & health ins. update	18 OCT 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	19 OCT 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	20 OCT 1-15 No Update	21
22	23 OCT 1-15 No Update	24 OCT 1-15 Update/ health ins.	25 OCT 1-15 Update/ health ins.	26 OCT 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	27 OCT 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	28
29	30 OCT 1-15 No Update PAYDAY	31 OCT 1-15 No Update				

**** Due to holidays we will update on the 15th.**

November 2006

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 OCT 16-31 Manual pay & health ins. update	2 OCT 16-31 Manual pay & health ins. update	3 OCT 16-31 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	4
5	6 OCT 16-31 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	7 OCT 16-31 No Update	8 OCT 16-31 No Update	9 OCT 16-31 Update/ health ins.	10 OCT 16-31 STATE HOLIDAY VETERAN'S DAY	11
12	13 OCT 16-31 Update/ health ins. Last day p1's can be approved for supp payroll	14 OCT 16-31 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	15** OCT 16-31 Manual pay & health ins. update PAYDAY	16 NOV 1-15 Manual pay & health ins. update	17 NOV 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	18
19	20 NOV 1-15 Manual pay & health ins. Update. Files go down at 1:00 and remain down. RUN PAYROLL	21 NOV 1-15 No update	22 NOV 1-15 Update/ health ins.	23 NOV 1-15 STATE HOLIDAY THANKSGIVING	24 NOV 1-15 STATE HOLIDAY THANKSGIVING	25
26	27 NOV 1-15 Update/ health ins.	28 NOV 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	29 NOV 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL	30 NOV 1-15 No Update PAYDAY		

PERSONNEL CABINET TELEPHONE LISTING, OCTOBER, 2006

OFFICE OF THE SECRETARY, SUITE 516, (4-7430)
 Secretary Brian J. Crall Sonja Cox, x 4011
 Deputy Sec. Wayne Harman, x 4003 Amanda Reid, x 4010

OFFICE OF ADMINISTRATIVE SERVICES
EXEC DIRECTOR'S OFFICE (4-7430)
 Burr Lawson, x 4008
 Suzette Gash, 4-7409, x 4024
 Scott McKenzie, 4-0198, x 4037
 Jennifer Stone, x 4186

ADMINISTRATIVE SERVICES
 Walt Gaffield, 4-7409, x 4021
 Rachel Jackson, 4-7409, x 4025
 Susan Lynn, 4-7409, x 4022
 Elinda Manley, 4-7409, x 4023

OFFICE OF LEGAL SERVICES
EXEC DIRECTOR'S OFFICE (4-7430)
 Tom Stephens, x 4004
 Sue Britton, x 4020
 Vacant, x 4088

RM 501 (4-0358)
 Anne Burnham, x 4078
 Joe Cowles, x 4081
 Vacant x 4005, 4006, 4060, 4237

OFFICE FOR EMPLOYEE RELATIONS
EXEC DIRECTOR'S OFFICE, SUITE 511 (4-7911)
 Robert Schmidt, x 4087
 Mary Hook, x 4093
 Clyda Henderson, x 4086

Scott Gasser, x 4100
 Lee Cowherd x 4090

DIVISION OF EMPLOYEE BENEFITS
DIRECTOR'S OFFICE
 SUITE 511 (4-3433)
 Bill Patrick, x 4104

LIFE INSURANCE
ROOM 503 (4-4774) 800-267-8352
 Sharon Spencer, x 4111
 Gaye Adcock, x 4105
 Michele Ellis, x 4106
 Melinda Giles, x 4184
 Joe Hughes, x 4107
 Jeri Payton, x 4109
 Kim Quinn, x 4110
 Scan Room, x 4108

WORKERS COMPENSATION
 SUITE 511 (4-6847) 888-860-0302
 Jeffrey Hockensmith, x 4097
 Matthew Hutcherson, x 4095
 Valerie McGraph, x 4098
 Paula Spicer, x 4103
 Melissa Tillman, x 4096
 Vacant, x 4099

RETURN TO WORK
 (4-0348)
 Donna Shelton, x 4101
 Vickie Smitha, x 4102

DIVISION OF EMPLOYEE SERVICES & RECOGNITION
DIRECTOR'S OFFICE, SUITE 511 (4-3433), 866-725-5463
 Darlene Stewart, x 4094

EMP ASSISTANCE
BUSH BLDG (4-5788)
 800-445-5327
 Mary Jane Cowherd, x 222
 Doug Crowe, x
 Trina Jennings, x 223
 Rebecca Waddle, x 221
 Vacant, x 224, 225

WORKPLACE RELATIONS
 Linda House Patrick, x 4092
 Tina Goodmann, x 4188

EMPLOYEE RECOGNITION
 Debbie Bohannon, x 4000
 Mandi Flynn, x 4089

OFFICE FOR EMPLOYEE & ORGANIZATIONAL DEVELOPMENT
 @ Kentucky State University, 400 East Main Street
 Academic Services Bldg - 4 W, Frankfort, KY 40601
 Main Number: 502/564-8170 or 564-7455

EXEC DIR'S OFFICE
 Penny Armstrong, x 240
 Esteva Caise Draggas, x 224
 David Finley, x 256
 Kambe Lattimore, x 257
 Jamille Smith, x 238
 Wes Swamer, x 227

ADMINISTRATIVE, CONSULTING & LEARNING SERVICES
 Jeanne Olivas, x 243
 Bob Berry, x 236
 Kimberly Bynes, x 245
 Wendy Campbell, x 235
 Katy Cave, x 253
 Stan Riley, x 237
 Jon Samokar, x 254
 Donna Simpson, x 223
 Vacant x 221, 233, 234, 239, 241, 242, 247

PERFORMANCE MGMT
 (564-3090)
 Johnny Keene, x 225
 Regina Edington, x 259
 Regina Gravitt, x 260

OFFICE OF COMMUNICATIONS
EXEC DIRECTOR'S OFFICE (4-7430)
 Lori Aragon-Takahashi, x 4007 Keyana Best, x 4009

OFFICE OF HUMAN RESOURCE PLANNING & DIVERSITY INITIATIVES
EXEC DIRECTOR'S OFFICE (573-0321)
 Mary Stoddard, x 234
 Neeka Parks Thompson, x 240

Colene Elridge, x 241
 Amy Ernest, x 236
 Bruce Trent, x 230

DIVISION OF WORKFORCE ANALYTICS
 Arthur Lucas, x 229

DIVISION OF DIVERSITY RELATIONS
 Jose Ceballos, x 235

KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY
 105 SEA HERO ROAD, SUITE 1 (573-7925) 800-542-2667
 persdeferredcomp@ky.gov

EXEC DIR'S OFFICE
 Robert C. Brown
 Pat Goodlett
 Chris Helvey

INVESTMENT & RECORDS
 Sandi Whitaker
 Leanne Barger
 Diane Collins
 Amanda Hansel

Barbara Hedrick
 Amy Mosby
 Jody Overturf
 Susan Pardi

PAYOUT COUNSELING
 Eric Simpson
 Julie Gordon
 Julia Holbrook

Kelley Peach
 April Smyth
 Kristey Warfield

PARTICIPANT SERVICES
 Jean Henning
 Floyd Boler
 Nida Clary

Carol Smith
 Kathy Stroop
 Donna Towles

DEPARTMENT FOR PERSONNEL ADMINISTRATION
COMMISSIONER'S OFFICE, ROOM 530 (4-2428 or 4-7571)
 Carla Hawkins, x 4114
 Barbara Barnes, 4-6873, x 4228

Michele Casebier, x 4113

SYSTEMS MANAGEMENT
 (ROOM 529, 4-0198)
 Lisa Rowe, x 4032
 Brad Atkinson, x 4027
 Jeanne Campbell, x 4028
 George Gamble, x 4030
 Travis Humphries, x 4031
 Vacant x 4029, 4037, 4189

James Ross, x 4036
 Susan Stinnett, x 4033
 Jeff Swinford, x 4034
 Beverly Wilhoite, x 4035
 Computer Room, x 4040, 4041, 4042, 4043, 4181

DIVISION OF EMPLOYEE MANAGEMENT
DIRECTOR'S OFFICE, ROOM 533 (4-6464 OR 4-6484)
 Mary Elizabeth Harrod, x 4115

Stephanie Carpenter, x 4116
 Myrissa Patton, x 4226

CLASS & COMP
 801 TETON TR (573-0318)

PROCESSING & RECORDS
ROOM 531 (4-6873)
 Carolyn Bruce, x 4126
 Pam Brookman, x 4127
 Lisa Case, x 4133
 Sandra Darnel, x 4129
 Dena McGuire, x 4131
 Mike Rice, x 4130
 Paula Round, x 4128

Jim Lambert, x 222
 Peggy Brady, x 223
 Carla Gray, x 225
 Phyllis Harris, x 227
 Vickie Hatchel, x 224
 Debbie Parido, x 232
 Melinda Sanford, x 242
 Terry Sullivan, x 237
 Mark Thompson, x 226
 Vacant x 228, 229, 233

PAYROLL, ROOM 535
 (4-6883)
 Carol Kelen, x 4120
 Karen Blackburn, x 4122
 Gail Cooper, x 4125
 Shannan Goodrich, x 4118
 Greg McGaughey, x 4185
 Yvonne Richmond, x 4121
 Vacant x 4119, 4124

DIVISION OF STAFFING SERVICES
DIRECTOR'S OFFICE, SUITE 517 (4-6920)
 Georgianne Reynolds, x 4180
 Rebecca Billings, x 4135
 Mary Greenwell, x 4134

Dorothy Burton (Staffing Services Receptionist), x 4013
 Vacant x 4136

APPLICANT PROCESSING
 (4-8030)
 Denise Jones, x 4139
 Denise Driver, x 4138
 Sharon Savage, x 4137
 Amanda Sewell, x 4142
 Becky Schell, x 4141
 Robin Smith, x 4140
 Flo Warner, x 4157
 Theresa Wood, x 4182

EMPLOYMENT COUNSELING
 (4-8030)
 Karen Neeley, x 4153
 Shona Alderson, x 4145
 Claude Anderson, x 4158
 Scotty Barker, x 4146
 Linda Brown, x 4150
 Rick Davis, x 4148
 Carolyn Gray, x 4147
 Galen Linville, x 4154
 Marilyn Marshall, x 4151
 James Mason, x 4152
 Rose Nipp, x 4155
 Tracy Young, x 4156

STAFFING ANALYSIS (4-6702)
 Marina Alford, x 4169
 Kim Arington, x 4173
 Katharine Barber, x 4170
 Stuart Clark, x 4171
 Roger Riddell, x 4175
 Kevin Shipp, x 4174
 Peggy Smith, x 4176
 Vacant x 4143, 4149, 4177, 4178, 4179, 4221

REGISTER, (4-6922)
 Kay Wallace, x 4167
 Roberta Brownlee, x 4160
 Cheri Chambers, x 4165
 Sharen Fogle, x 4163
 Kay Goodwin, x 4164
 Sharon Smither, x 4166
 Lucy Wheeler, x 4168
 Vacant, x 4162, 4159, 4144

DIVISION OF HUMAN RESOURCE PROJECTS
 150 FAIR OAKS LANE (4-4690)
DIRECTOR'S OFFICE
 Brenda Brown, x 4172
 Randy Denney, x 4117

SPECIAL PROJECTS
 Kimberly Roush, x 4212
 Tonya Brown, x 4208
 Kimberly Hatter, x 4194
 Lisa Jeffrey, x 4173
 Robbie Perkins, x 4210
 Neil Poppewell, x 4214
 Vacant, x 4199, 4203, 4215

HRIS PROJECT
 Kathy Doyle, x 4201
 Marcus Deaton, x 4203
 Latonia Dooley, x 4200
 Dera Lindsay, x 4218
 Beth Rangel, x 4216
 David White, x 4217
 Richard Gee, x 4132
 Randy Meek, x 4196
 Mitt Salvaggio, x 4198
 Glen Tuggle, x 4197

DEPARTMENT FOR EMPLOYEE INSURANCE
COMMISSIONER'S OFFICE, ROOM 501 (4-0358)
 Christine Wilcoxson, x 4047
 Eric Poston, x 4048
 Sharley Hughes, x 4049
 Betsy Johnson, x 4073
 Sandy Martin, x 4063
 Tammy McNew, x 4051

Wellness Works Kentucky
 (4-0358)
 Christy Brooks, x 4046

DIVISION OF INSURANCE ADMINISTRATION
DIRECTOR'S OFFICE, ROOM 503 (4-0358)
 Reina Diaz-Dempsey, x 4074

Cindy Dempsey, x 4052
 Jerry Jones, x 4057

MEMBER SERVICES
ROOM 502 (4-6534)
 888-581-8834
 Donna Cordier, x 4075
 Christie Burkhead, x 4236
 Sharon Gilbert, x 4234
 Merla Graves, x 4050
 Mae Green, x 4061
 Clara Serafini, x 4233
 Sandra Shelton, x 4044
 Hannah Stanfield, x 4059

ENROLLMENT INFORMATION
ROOM 503 (4-1205)
 Nancy Knight, x 4076
 Sherry Davis, x 4235
 Nancy Harp, x 4077
 Julia Hughes, x 4072
 Lynn Jones, x 4083
 Yamatha Kotha, x 4183
 Philip Luckett, Sr. x 4080
 Teresa Shipley, x 4084
 Jeffrey Wiley, x 4067
 Christina Winans, x 4085
 Scan Room, x 4079
 Vacant x 4072, 4232

DIVISION OF FINANCIAL & DATA SERVICES
DATA ANALYSIS
 (4-7101)
 Chandra Venettozzi, x 4070
 Paula Chisholm, x 4190
 Bob Murphy, x
 Cindy Stivers, x 4053
 Vacant, x 4069

FINANCIAL MANAGEMENT
 (4-9097)
 Cindy Thomas, x 4002
 Lori Elder, x 4065
 Debbie Fraley, x 4231
 Sabrina Hockensmith, x 4230
 Lea Howard, x 4066
 Lisa Momenpour, x 4055
 Donna Norton, x 4239
 Shellie Ott, x 4062
 Alexa Perry, x 4187
 Brenda Roark, x 4071
 Jonathan Smith, x 4054
 Beth Sullivan, x 4056
 Irma Turner, x 4068
 Brenda Wilson, x 4058

PERSONNEL CABINET TELEPHONE LISTING, OCTOBER, 2006

Class & Comp (Teton Trail)	FAX 573-0324
Deferred Comp	FAX 573-4494
Employee Insurance (Room 501).....	FAX 564-5278
Employee Management (Rm 535)	FAX 564-5826
Employee Management (Dir's Office).....	FAX 564-1823
Employee Relations (Suite 511).....	FAX 564-4311
Employee & Organizational Development (KSU)	FAX 564-2732 or 564- 8056
Financial Management	FAX 564-0715
Health Insurance (Room 503)	FAX 564-1085
HR Projects	FAX 564-1507
KEAP (Bush Building)	FAX 564-5189
Life Insurance (Room 503)	FAX 564-4034
Member Services Branch (Suite 502)	FAX 564-0364
Personnel Administration (Rm 530)	FAX 564-9249
Performance Mgmt (KSU).....	FAX 564-2675
Secretary's Office (Rm 516)	FAX 564-7603
Staffing Services (Director's Office).....	FAX 564-3588 or 564-5251
Staffing Services (Register)	FAX 564-5414
Staffing Services (Emp. Counseling).....	FAX 564-0512
Systems Management (Room 529)	FAX 564-2274
Workers Comp (Suite 511)	FAX 564-9119
William Hartley, Security Officer.....	564-2101, x 4262
Frankfort Police Department.....	502-875-8582
Frankfort City Emergency (Ambulance, Fire & Police)	911 or 502-875-8500
Kentucky State Police (Frankfort Post)	502-227-2221 or 800-222-5555
IDMS.....	564-0198, x 4038
State Operator	564-3130
Personnel Answer Line	564-8339 or 866-725-5463
Quick Copy	564-2670
Small Conference Room 506	Handset x 4014
Large Conference Room 508	Handset x 4016
Conference Room – DEI.....	Handset x 4187, Speaker phone x 2019
Conference Room – Teton Trail	573-0318, x 238
Copier – Teton Trail.....	573-0318, x 244
File Room – Teton Trail.....	573-0318, x 243
Phone Room – Teton Trail.....	573-0318, x 255
Smoke Room – Teton Trail.....	573-0318, x 242
Training Room – Teton Trail	573-0318, x 256
Janitorial Staff – 200 Fair Oaks	564-7409, x 4039